

## Job Description

**Job Title:** Instructional Assistant IV  
**Position Code:** 3N12, TN12, CN12, LN12  
**Job Classification:** Non-Exempt

**Supervisor:** Principal  
**Pay Grade:** 18  
**Contract Length:** 192/220 Days

### Job Summary

Position provides assistance to teachers in the daily management and instruction of students. The work involves observing and reporting on the behavior and learning of students, and may be assigned to an office, an elementary or secondary classroom, a pre-kindergarten, kindergarten, or special education classroom, closely monitoring the needs of children. All important aspects of the work are subject to detailed and specific procedures which employees follow closely.

### Essential Duties

1. Follows instructional schedule developed by personnel working with assistant.
2. Prepares instructional materials as requested; performs designated learning tasks with students covering lessons, topics and exercises; demonstrates or explains lessons, asks questions and prompts students for answers; uses supplementary learning materials.
3. Monitors activities in drawing, writing, independent study and other classroom activities.
4. Observes and reports students' progress to teachers, reading specialists, or other appropriate individuals.
5. Works with students requiring individual or close attention and those experiencing difficulty; reinforces skills taught by the classroom teacher to small and large groups.
6. Assists with instructional activities.
7. Escorts students on field trips and at school; escorts and assists students in physical and playground activities; accompanies children to restrooms.
8. Maintains bulletin boards, student records for daily attendance, lunch tickets, health charts and classroom supplies.
9. Special Education assistants attend to the needs of students with disabilities that may include lifting, feeding, toileting, and monitoring supportive medical equipment, i.e., walkers, wheelchairs, etc.
10. Reads to students and listens to students recite passages.
11. Observes and reports students' progress to teachers; works with students needing special instruction and those experiencing difficulty.
12. Assists with behavioral management programs in the classroom.
13. Participates in designated staff development and training activities. Special Education assistants who may be required to physically restrain students to ensure their safety and care will be provided appropriate training.
14. May perform general clerical tasks for assigned classroom. Distributes, and collects instructional materials and reports.
15. Observes and reports students' progress to teachers; works with students needing special instruction and those experiencing difficulty.
16. Monitors activities in literacy development, drawing, writing, independent study and other classroom activities; carries out behavioral plans; asserts control as required and may restrain children.
17. Provides literacy practice and support to K-3 students in collaboration with classroom teacher and reading specialist.
18. Becomes knowledgeable of teaching methods and materials to support early literacy development.
19. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess 48 college credit hours, an Associate’s degree or successfully passed ParaPro test. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively using proper grammar. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students’ physical or sanitation/hygiene needs. Must be physically capable of frequently lifting or moving up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Assistant IV will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date